

Chapter 2.12

CITY COMPTROLLER AND ADMINISTRATIVE ASSISTANT

Sections:

- 2.12.010 Office created—Appointment.**
- 2.12.020 Bond required—Compensation.**
- 2.12.030 Duties generally.**

2.12.010 Office created — Appointment. There is created the office of city comptroller and administrative assistant, an executive office of the city. The city comptroller and administrative assistant may be appointed by the mayor, by and with the advice of the city council, upon a determination that such positions are required for the effective administration of the city's duties and responsibilities. Otherwise, the duties of the office of comptroller or administrative assistant shall be fulfilled by the city clerk. In such cases where the city clerk performs the duties of the city comptroller or administrative assistant, no additional bond will be required of him than that previously placed upon him by the duties of his office. (Ord. 81-36 § 1, 1980; Am. Ord. 90-18, passed 4-17-90).

2.12.020 Bond required — Compensation. Before entering upon the duties of his office, the city comptroller and administrative assistant shall give a bond with sureties to be approved by the city council in an amount required by the city council, the amount not to be less than required by statute. The bond shall be conditioned upon the faithful performance by the city comptroller and administrative assistant of his duties, and to indemnify the city for any loss due to any neglect of duty or wrongful act on the part of the city comptroller and administrative assistant. The city comptroller and administrative assistant shall receive such compensation as may be from time to time provided by ordinance. (Ord. 81-36 § 2, 1980).¹

2.12.030 Duties generally. The city comptroller and administrative assistant shall have all of those duties as designated by Chapter 24, Sections 3-11-21 through 3-11-24, of the Illinois Revised Statutes, 1979 and as further provided by any amendments or additions thereto. He shall have such further duties as may be designated from time to time by ordinance or resolution of the city council. (Ord. 81-36 § 2, 1980).¹